



The Federal Election Commission  
invites you to a regional conference on  
federal campaign finance laws  
to be held at the  
Grand Hyatt San Francisco on Union Square  
San Francisco, CA  
February 5 – 7, 2002

The Federal Election Commission is holding a comprehensive, two and one-half day, regional conference in San Francisco. This conference is designed to help federal political committees and candidates understand and comply with the federal campaign finance law. The conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to candidates, political parties and corporate, labor and association PACs (as well as their sponsoring organizations). In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

A program and registration form are found inside this invitation. Space is limited, so please register by January 14, 2002. Registrations will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at (800)424-9530 (press 1, then 3) or locally at (202)694-1100. We look forward to meeting with you.

# Conference Schedule

**Team workshops** —Choose your team based on your interest in the campaign finance law.

- **Team A: Corporations, Labor Organizations and Trade Associations**
- **Team B: Federal Candidate Committees**
- **Team C: Political Party Committees**

## Tuesday, February 5, 2002

**8:00 – 9:00 Registration/Continental Breakfast**

**9:00 – 9:15 Welcome**

**9:15 – 10:45 Basics of the Law: The Big Picture**

- Contributions – limitations and prohibitions
- Independent expenditures
- FEC's role

**10:45 – 11:00 Break**

**11:00 – 12:15 Team Workshops: Basics of the Law, Part I**

**Team A: Corporate/Labor/Trade PACs**

- Establishing the PAC
- Basic solicitation rules

**Team B: Candidate Committees**

- Receiving contributions
- Advances of personal funds
- Recordkeeping requirements
- Volunteer support

**Team C: Party Committees**

- Raising federal contributions (hard money)
- Volunteer exemptions
- Spending soft money v. hard money (Introduction to FEC allocation rules)

**12:30 – 1:30 Lunch**

**1:45 – 3:15 Team Workshops: Basics of the Law, Part II**

**Team A: Corporate/Labor/Trade PACs**

- Payroll deduction
- Use of Internet/Intranet to raise funds
- Using incentives to raise funds

**Team B: Candidate Committees**

- Party and PAC support
- Permissible uses of campaign funds

**Team C: Party Committees**

- Making contributions
- Coordinated v. independent expenditures
- Exempt activities

**4:30 – 5:30 Reception**

## **Wednesday, February 6, 2002**

**8:00 – 9:00 Registration (for new arrivals only)/Continental Breakfast**

**9:00 – 10:30 Team Workshops: Basic FEC Reporting Concepts**

**Team A: Corporate/Labor/Trade PACs**

- Filing requirements
- Disclosing contributions received/made
- Finishing and amending the report

**Team B: Candidate Committees**

- Filing requirements
- Disclosing contributions and expenditures
- Debts
- Filing amendments

**Team C: Party Committees**

- Filing requirements
- Disclosing federal contributions and expenditures
- Filing amendments

**10:30 – 10:45 Break**

**10:45 – 12:15 Team Workshops: Advanced FEC Reporting Concepts**

**Team A: Corporate/Labor/Trade PACs**

- Tricky receipts and disbursements
- Investments

**Team B: Candidate Committees**

- Tricky receipts and disbursements
- Election-cycle reporting

**Team C: Party Committees**

- Filling out Schedules H1–H4
- Adjustments and transfers

**12:30 – 1:45 Lunch/Speaker**

**2:15 – 3:30 Electronic Filing**

- Important basics for all e-filers to know
- Demonstration of FEC software

## **Thursday, February 7, 2002**

**8:00 – 9:00 Continental Breakfast with the IRS**

**9:15 – 10:30 Corporate/Labor Communications on Behalf of Candidates and Parties**

- Potential audiences and messages
- Coordination with campaigns and party staff

**10:30 – 10:45 Break**

**10:45 – 12:15 Political Activities and Fundraising in the Workplace**

- Candidate appearances, “meet and greets” and fundraising events
- Use of corporate/labor facilities and resources by PACs, campaigns, parties and individuals

## Conference Specifics

**Registration Fee:** The \$375 registration fee covers the cost of the conference, reception, materials, two breakfasts, two lunches and refreshments. The registration form must be received by January 14; a late registration fee of \$10 will be added effective January 15. A full refund will be made for all cancellations received before that date.

**Location and Accommodations:** The conference will be held at the Grand Hyatt San Francisco on Union Square, 345 Stockton St., San Francisco, CA 94108. A room rate of \$218 is available for hotel reservations made by January 14. Call toll-free 1-(800)233-1234 or locally (415)398-1234 to make hotel reservations. To receive the special rate, you must notify the hotel that you are attending the FEC conference. After January 14, room rates are based on availability. Valet parking is available at the hotel for a daily fee of \$38.00.

**How to Register:** For registration information, call Sylvester Management Corporation at 1-(800)246-7277 or send an e-mail to [toni@sylvestermanagement.com](mailto:toni@sylvestermanagement.com). To register for the conference online, click [here](#). To register by mail or fax, use the screen-fillable form on the next page.

**Program Information:** For information on the program, call the Federal Election Commission toll-free at (800)424-9530 (press 1, then 3) or locally at (202)694-1100. The FEC certifies that an application is pending for approval of this activity for MCLE credit by the State Bar of California.

## Conference Registration Form

Name:

Position:

Organization:

FEC ID:

C

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

### Team Selections

Please check the team that best represents your interests:

☐ Team A: Corporations/Labor Organizations/  
Trade Associations

☐ Team B: Federal Candidate Committees

☐ Team C: Political Party Committees

To register, choose one of the three options below:

1. Mail registration form and fee by January 14, 2002 to:

Sylvester Management Corporation  
PO Box 986  
Irmo, SC 29063

Please make check (\$375) payable to Sylvester Management Corporation; note *FEC 2002 San Francisco Conference* on the memo line. For credit card payments, please complete:

I authorize payment to my credit card below:

Credit Card

☐ Visa    ☐ MasterCard    ☐ American Express

Card Number

Expiration Date

Name on Card

Signature of Cardholder

2. Fax registration form and credit card payment information to (803)732-0135.

3. Register online at:

[www.fec.gov/pages/infosvc.htm#Conferences](http://www.fec.gov/pages/infosvc.htm#Conferences)